

Personnel

Payroll Regulations

Military Leave

POLICY:

- .01 An employee shall be granted military leave as specified below, provided that the employee gives advance verbal or written notice of leave. The Laboratory may require verification of the employee's military orders.

EXCEPTION: The requirement for advance notice shall be waived when such notice is precluded by military necessity, impossibility, or unreasonableness.

Types of Military Leave

- .02 Military leave consists of:

Reserve training leave for inactive duty, such as weekly or monthly meetings or weekend drills.

Temporary military leave when ordered to full-time active military duty for training for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.

Extended military leave when an employee enlists or is ordered to active-duty service for any length or active-duty training in excess of 180 days or when an employee is ordered into active Federal military duty as a member of the National Guard or Naval Militia. Such leave shall be granted for a period not to exceed 5 years. In addition, leave shall be granted for a period of up to 6 months from the date of release from duty.

Emergency National Guard leave when an employee who is a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency. An employee who is a member of the National Guard who is called to active federal military duty at the request of the President of the United States is not eligible for emergency National Guard leave, but shall be granted extended military leave.

Military Leave

Physical examination leave when an employee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency.

PAID LEAVE:

**Reserve Training Leave,
Temporary Military Leave and
Extended Military Leave**

.03

An employee granted reserve training leave, temporary military leave, or extended military leave is entitled to receive the employee's regular Laboratory pay for the first 30 calendar days of such leave in any one calendar year, provided that both the following conditions are met:

- The employee has completed 12 months of continuous Laboratory service immediately prior to the granting of the leave (all prior full-time military service shall be included in calculating the Laboratory service requirement); and
- The aggregate of payments for temporary military leave, reserve training leave, extended military leave, and military leave for physical examination do not exceed the 30 calendar days' pay in any one calendar year.

**Emergency National
Guard Leave**

.04

An employee granted Emergency National Guard Leave is entitled to receive the employee's regular Laboratory pay for a period not to exceed 30 calendar days in any one calendar year. An employee is eligible for pay regardless of the length of Laboratory service and such pay is in addition to any Laboratory payment for temporary military leave, reserve training leave, extended military leave, or physical examination leave.

Physical Examination Leave

.05

An employee granted physical examination leave is entitled to receive his or her regular Laboratory pay, provided that:

Military Leave

The examination is a pre-induction or pre-enlistment physical examination required to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency;

The aggregate of payments for temporary military leave, reserve training, extended military leave, and military leave for physical examination do not exceed 30 calendar days' pay in one calendar year.

UNPAID LEAVE:

- .06 Employees who are not eligible for paid military leave, or who have reached the limitations on paid military leave stated above, may request to have absences for military service charged to vacation or leave without pay.

REINSTATEMENT:

- .07 Following release from military service, an employee shall have the right to return, and only such right, as may be required by State and Federal law in effect at the time the employee applies for reinstatement.

EFFECT ON BENEFITS:

- .08 An employee on paid military leave shall receive all benefits related to employment that are granted when an employee is in pay status.

- .09 An employee granted unpaid military leave shall receive;

Retirement benefits and service credit in accord with the provisions of the applicable retirement system;

Health plan coverage at the employee's request and expense for a limited period as described in the applicable insurance regulations;

Other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns to Laboratory service at the conclusion of the leave in accordance with applicable Federal and State laws; and

Military Leave

Vacation, sick leave accruals and holiday pay only in accordance with those policies. See [AM 312](#), [313](#), and [305](#).

Employees should contact the Benefits Office before beginning military leave.